

Office Memorandum • UNITED STATES GOVERNMENT

25X1

TO :

FROM :

SUBJECT: Summary of Progress On Items In Process While You Were Away

DATE: 7 August 1953

ILLEGIB

1. Regulations and Handbooks.

Records Management Regulations and the File Manual Handbook were forwarded to [] for review.

2. Bulletins.

a. Two bulletins have been approved and printed and will be discussed with Area Records Officers of the DD/A and DD/I Areas on Tuesday and Wednesday of this week. The bulletins are a brief of [] talk on how to make a survey and the issuance of an office notice regarding the preservation and destruction of records.

b. The Records Management Program Guide was redrafted to condense the material and has been re-submitted to []

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c. A bulletin on Records Center operations has also been forwarded to [] to review.

3. Records Management.

a. Machine Records Branch. The filing system has been installed and a tentative schedule prepared on all records. Some concurrences are still to be obtained.

b. Space Maintenance and Facilities. The filing system is being installed. We had expected to be finished this week but the project is taking a little longer than anticipated.

c. Comptrollers Office. Work on the schedule previously submitted and the survey of the Finance Division is presently stalled because of the assignment of other ^{temporary} duties to [] the Area Records Officer. 25X1

4. Records Center.

a. The renovation and cleaning of the [] Warehouse was completed on Wednesday, August 5th and material from [] was moved in on the 6th and 7th. Movement of material from Room 9 and 10, [] Building is scheduled to start on Tuesday the 11th. 25X1 25X1 25X1

5. Mail Control Section.

a. As proposed, notice to cover the distribution of a Courier schedule was forwarded to [] for review.